& RAS members.

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27 January 1964

TO : All ARO's (See attached List)

FROM : Chief, Records Administration Staff

SUBJECT: Meeting of Records Officers, 5 February 1964

Also: See List of personnel who attended this meeting.

1. There will be a meeting of Agency Records Officers on Wednesday, 5 February 1964 at 10:30 AM in Room 1E-74, Headquarters.

2. Our guest speaker will be Mr. S. J. Pomrenze, Chief, Systems Branch, Records Management Division, Department of the Army. Mr. Pomrenze will show us some of the principal techniques used to promote records management in his Department.

3. Mr. Pomrenze is one of the best recognized authorities on records management in the United States. In addition to his official position, he is University Professorial Lecturer at the School of Government and Public Administration, American University. He has spoken to numerous groups in State, Local and the Federal Government and in Industry. I am sure you will be interested in hearing him.

4. I will look forward to seeing you at the meeting.

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